

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page

No. 1 of 2

Agency St. Mary's County		Division Office on Aging - RSVP/Volunteerism
Item No.	Description	Retention
1.	<u>Administrative Files</u> Printed materials--county policies, conference information, correspondence, telephone log, and other material related to the functioning of the office.	Retain in office 1 year or until administrative use is completed, then destroy.
2.	<u>Administrative - Budget</u> Internal files relating to office fiscal activities. These files are primarily the project director's backup and reference files with record/official copies kept by Office on Aging's fiscal office and the County's fiscal office.	Retain current year and 1 year prior in office, then destroy.
3.	<u>Hour Sheets-Monthly Reports</u> Monthly report forms for each station listing each volunteer and hours worked during month. Information is summarized monthly and quarterly.	Retain 3 years after annual audits completed. Retain in office current year and 1 year prior, then transfer to County Records Center & Archives to be held 2 years, thereafter destroy.
4.	<u>Transportation Reports</u> Monthly file for transportation information. Contains copies of Transportation Division's Drivers records which are used to identify RSVP volunteers using Office on Aging transportation to travel to stations. Cost reimbursement to County is figured on these records. Quarterly folders contain reports and reimbursement forms.	Retain for 3 years after annual audits completed. Retain in office current year and 1 year prior, then transfer to County Records Center & Archives, to be held 2 years, thereafter destroy.
5.	<u>Meal Budget Reports</u> Monthly folders containing worksheets and quarterly folders with copies of reports, authorization of payment forms and signed meal sheet requests for each volunteer eligible for meals under grant.	Retain for 3 years after annual audits completed. Retain in office current year and 1 year prior, then transfer to County Records Center & Archives, to be held 2 years, thereafter destroy.

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

Jan Blodgett
County Archivist

11/9/89
Date

12/2/89
State Archivist

12/2/89
Date

Mary Beth Horton *RSVP Director* *10-19-89*
Signature Title Date

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation sheet)

No. C-646

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Item No.	Description	Retention
6.	<p><u>Active Volunteer Files</u></p> <p>Folders for each of the active volunteers containing registration form and copies of assignments. Files are reviewed quarterly and inactive volunteers are transferred to Inactive File.</p>	<p>Retain in office. Transfer to Inactive files when appropriate. (see item 7).</p>
7.	<p><u>Inactive/Dropped Volunteer Files</u></p> <p>Files for inactive and dropped volunteers containing original registration form. Inactive volunteers are those who temporarily cannot participate in the program; dropped volunteers are those who will not return to the program (moved, deceased).</p>	<p>Retain Inactive until dropped. Transfer Dropped files to County Records Center and Archives after annual report completed, to be held 3 year thereafter destroy.</p>
8.	<p><u>Station Folders - Active</u></p> <p>Files for each station (agencies and organizations utilizing RSVP volunteers) containing memorandum of understanding (signed contract between station and area agency stating policies on meals, transportation and supervision), annual updates of memorandum, copies of job descriptions, and lists of volunteers.</p>	<p>Retain in office. Transfer in inactive file when appropriate. (see item 9).</p>
9.	<p><u>Station Folders - Inactive</u></p> <p>Files for stations currently without volunteers but retaining an interest in using volunteers and files for stations that have been dropped. Files contain memorandums of understanding and copies of job descriptions.</p>	<p>Retain Inactive in office until dropped. Transfer Dropped files to County Records Center and Archives after annual report complete to be held 3 years and thereafter destroy.</p>
10.	<p><u>Job Descriptions</u></p> <p>Folders containing copies of job descriptions by station. These are copies of the descriptions housed in the stations folders.</p>	<p>Retain until superceded, then destroy.</p>
11.	<p><u>Forms</u></p> <p>Blank forms for monthly reports --transportation, meals, master job description file.</p>	<p>Retain until superceded, then destroy.</p>
12.	<p><u>Reference Materials</u></p> <p>ACTION manuals, workshop notes, and other printed materials related to the office.</p>	<p>Retain until superceded, Destroy outdated materials.</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

0646
AGENCY RECORDS INVENTORY

PAGE 1 OF 12

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Administrative Files

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Printed materials --county policies, conference information, correspondence, telephone log and other materials related to the functioning of the office.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☒ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
.5 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

18 MONTH(S) ☒ MONTH(S) ☐ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain in office 1 year or until administrative use is completed, then destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Office on Aging

3. UNIT
RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Administrative - Budget

5. EARLIEST YEAR/LATEST YEAR
1988 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Internal files relating to office fiscal activities. These forms are primarily the project director's backup and reference files with official files kept by the Office on Aging's fiscal office and the County's fiscal office.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Garvey Center- RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO County Finance Office

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Retain current year and 1 year prior in office, then destroy.

19. NAME AND TITLE OF PREPARER
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER
(301) 475-7844

21. DATE
8/22/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Hour Sheets Monthly Reports

5. EARLIEST YEAR/LATEST YEAR

1980 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly reports forms each station listing each volunteer and hours worked during month. Files are by month during fiscal year, then stored by station at year's end. Information on sheets is summarized monthly and quarterly.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☒ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
3
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.5
NUMBER

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center -- RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years after annual audits completed. Retain in office current year and 1 year prior, then transfer to County Records Center and Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Office on Aging

3. UNIT
RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Transportation Reports

5. EARLIEST YEAR/LATEST YEAR

1983 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly file for transportation information. Contains copies of Transportation division's driver's records which are used to identify RSVP volunteers using Office on Aging transportation to travel to stations. Cost reimbursement to County by RSVP grant is figured on these records. Quarterly folders contain copies of reports and reimbursement forms.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
6" ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for 3 years after annual audits are completed. Retain in office current year and 1 year prior, then transfer to County Records Center and Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Meal Budget Reports

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly folders containing worksheets and quarterly folders with copies of reports,
authorization of payment and signed meal sheet requests for each volunteer eligible
for meals under grant.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
6" NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
4" NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for 3 years after annual audits
completed. Retain in office current year
and 1 year prior, then transfer to County
Records Center & Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Office on Aging

3. UNIT
RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Active Volunteer File

5. EARLIEST YEAR/LATEST YEAR

Active TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Folders on each of the active volunteers containing registration form and copies
of assignments. Files are reviewed every quarter and those volunteers who have become
inactive or dropped are transferred. Work files of new volunteers and contacts
housed with active file.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1" _____
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
6" _____
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 _____
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center-RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S) ACTION
regulations call for staff access only

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain in office.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Inactive/Dropped Volunteer File

5. EARLIEST YEAR/LATEST YEAR

Inactive TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files for inactive and dropped volunteers filed by names of individuals. Files contain original registration form. Inactive volunteers are those who temporarily cannot participate in the program. Dropped files are those volunteers no longer with the program.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
2"
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S) ACTION
regulations call for access by staff only

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years after participant dropped.
Transfer to County REcords Center and
Archives after annual report completed.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Station Folders - Active

5. EARLIEST YEAR/LATEST YEAR

Active TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files for each station (agencies and organizations utilizing RSVP volunteers) containing memorandum of understanding (signed contract between station and area agency stating policies on meals, transportation and supervision), annual updates of memorandum, copies of individual job descriptions, and lists of volunteers.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
2" ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain in office, transfer to Inactive files when appropriate.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS - TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

0646
AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Station Files - Inactive

5. EARLIEST YEAR/LATEST YEAR

Inactive TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files for stations currently without volunteers but retaining an interest in using
volunteers and files for stations that have been dropped. Files contain memorandum
of understanding and copies of job descriptions. One group of files contains information
on stations created by previous director -- most of this information is superceded by
new files.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
.5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
1" ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - RSVP Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years after station dropped.
Transfer to County Records Center & Archives
after annual report is completed.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Job Descriptions

5. EARLIEST YEAR/LATEST YEAR

Active TO Inactive

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Folders containing copies of job descriptions by station. These are copies of the descriptions housed in the Stations folders.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER (SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
4" ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
1" ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center-RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain until superceded.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Office on Aging

3. UNIT
RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Forms

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Blank forms for monthly reports --transportation, meals, master job descriptions, etc.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
6" ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center-RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain until superceded.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Office on Aging

3. UNIT
RSVP/Volunteerism

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Reference Material

5. EARLIEST YEAR/LATEST YEAR

Active to Inactive

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

ACTION manuals, workshop notes and other printed material related to the office.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
4"
NUMBER

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Garvey Center -RSVP office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain until supreceded. Transfer from files to notebooks.

NAME AND TITLE OF PREPARER
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER
(301) 475-7844

21. DATE
8/22/89